

ADMINISTRATIVE - INTERNAL USE ONLY

ODP # 81-709

21 May 1981

MEMORANDUM FOR: Director of Finance
Director of Data Processing

VIA: Inspector General

FROM: [Redacted]
Chief, Audit Staff

SUBJECT: Audit of FRS

1. The Audit Staff has scheduled an audit of the computerized budget application Financial Resources System (FRS) to begin approximately 1 July 1981. The target date for completion is 31 August 1981. The audit will include a review of system design and operation to determine the adequacy of manual and automated controls.

2. The audit team will consist of three or four members of the Information Systems Audit Division. [Redacted] will be the supervising auditor. Members of my staff will contact you or your representatives to discuss matters of mutual interest prior to the start of the audit.

3. Please indicate your concurrence by signing and returning a copy of this memorandum.

[Redacted Signature Box]

CONCUR:

[Redacted Signature Box]

Director of Finance *
* (See Note on Routing Sheet)

/s/ Bruce T. Johnson

Director of Data Processing

Distribution:

- ✓ Orig. - Signature & Return
- ✓ 1 - Addressees
- ✓ 1 - O/Compt/BMG

1 JUN 1981
Date

4 JUN 1981
Date

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Audit of FRS

FROM:

Audit Staff
1201 Key

EXTENSION

NO.

DATE

8/21/81

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. IG
6E19 HQS.

2.

3. D/Fin
616 Key

4.

5. O/ODP
2D0105 HQS.

6.

7. Audit Staff
1201 Key

8.

9.

10.

11.

12.

13.

14.

15.

Concur

Concur

3 to 7: Concur. It should be noted however that during this audit period, and in particular during the month of August, DBMB/AD and all Agency users of FRS (the B&F components) will be heavily engaged with the OMB budget exercise. Your cooperation is solicited in minimizing the impact of your audit relative to the successful execution of this exercise. Alternatively, depending on the scope of your audit, another time may be better?

5-7: I also concur, but I share OF's concerns. I also believe that the Comptroller should be consulted on the timing of this audit. *Stj*

FORM
1-79610 USE PREVIOUS
EDITIONS

STAT

Approved For Release 2003/12/03 : CIA-RDP84-00933R000100290004-8

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Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.